

ANNEX K (Directorate of Logistics And Engineering) To US ATC&FJ Garrison SOP

MISSION

To provide the full range of logistical and engineering services to support the Fort Jackson training mission and quality of life. These services include food service, laundry service, supply services, construction of facilities, maintenance of facilities and equipment, transportation of materiel and personnel, management of environmental and natural resources, fire prevention and protection and management of family housing.

VISION

To provide high quality and responsive logistical and engineering support/services that meets or exceeds our customers' expectations.

BUSINESS SERVICES DIVISION, 2600 Lee Road, telephone 751-7114.

1. Plans and executes the budget and manpower resources for Directorate of Logistics and Engineering (DLE), Directorate of Contracting (DOC), and Senior and Junior ROTC. Maintains administrative control of funds.
2. Manages the logistical and engineering STAMIS systems.
3. Conducts short and long-range logistical planning studies.
4. Initiates, negotiates, and maintains interservice/intraservices, interdepartmental and interagency support agreements.
5. Conducts the Installation Command Supply Discipline Program.
6. Coordinates MOBEX requirements for the DLE.
7. Coordinates and plans all logistical and engineering support for ceremonies, special projects, and activities, e.g., Special Olympics, Torchlight Tattoo, Force Protection Exercises, etc.

MAINTENANCE SERVICES DIVISION, 2601 Lee Road, telephone 751-2708.

1. Plans, programs, coordinates, and supervises maintenance, repair and improvement to buildings, structures, roads, grounds, and drainage systems.
2. Manages direct support/general support (DS/GS) maintenance repair programs.
3. Performs production control and supply functions in support of DS/GS maintenance.
4. Conducts the repair of weapons, tactical/nontactical equipment, communications/electronics equipment, and general support equipment.

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LOGISTICS SERVICES DIVISION, 2600 Lee Road, telephone 751-7527.

1. Provides supply and services support to the installation and satellite activities.
2. Manages the food service and laundry contracts.
3. Administers hazard material/hazard waste program.
4. Provides full range of property book functions to units (excluding MACH, DOIM, and TASC).
5. Provides personnel movements services. Processes port calls and furnishes dependent travel assistance.
6. Manages the in and outbound property program.
7. Provides personal property and quality control services.
8. Provides nontemporary storage services.
9. Administers the unit movement coordination.
10. Conducts annual EXODUS program and coordinates special events.
11. Provides driver testing, licensing, and dispatching services.
12. Performs packing and crating services.
13. Directs, plans, and supervises Supply Support Branch which includes:
 - a. Ammunition Supply Point (ASP)
 - b. Central Issue Facility (CIF)
 - c. Clothing Classification
 - d. Clothing Initial Issue Point (CIIP)
 - e. Engineer Supply
 - f. Materiel Management Branch
 - h. Provides Furniture Management Support to the installation
14. Maintains liaison with Lions Club International, Inc.

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ENGINEERING SERVICES DIVISION, 2562 Essayons Way, telephone 751-5641

Design Branch, 2562 Essayons Way, telephone 751-6002.

1. This branch is comprised of professional and graduate engineers (to include: civil, electrical, industrial, and mechanical), engineering technicians and draftsmen. The branch's main responsibilities are to develop, produce and design plans, specifications and projects for facility maintenance and construction to improve the Quality of Life for the Fort Jackson Community. The branch identifies and plans for the maintenance or replacement of facilities and utilities before major system failures occur and utilizes funding trends and strategy to obtain funding from other sources.

2. Computer-aided Design and Drafting (CADD) systems are an integral component of the branch to prepare, maintain and reproduce engineering plans and drawings which can identify the components of all facilities, utilities and boundaries on the installation. The CADD systems link the standard and custom design details to produce accurate to scale preliminary and final form plans.

3. Develops and executes recurring and small purchase service and one-time contracts, such as; grass cutting, port-o-let services, maintenance of sewing machines and hydraulic equipment.

4. Manages and executes Job Order Contracts (JOC) to facilitate projects identified to be accomplished using the JOC; generally used to expedite short suspense and priority work where normal contracting methods are not feasible.

5. The branch approves, issues, manages and monitors digging permits for any type of earth moving requirement and maintains the database of asbestos containing materials in buildings on the installation.

a. Digging permits must be submitted to the Engineering Services Division prior to performing ANY excavation (generally takes 10 days to process permits). The digging permit (FJ Form 194) will identify underground utilities to ensure uninterrupted service.

b. An asbestos survey must be performed prior to performing any demolition of building material. Materials containing asbestos SHALL NOT be disturbed; only certified asbestos abatement personnel are authorized to handle these materials.

Master Planning Branch, 2562 Essayons Way, telephone 751-3829.

The Master Planning Branch consists of a Registered Architect (RA) and a Real Property Specialist. The Architect/Master Planner develops and maintains Fort Jackson's Real Property Master Plan, which consists of the following: long-range component, Capital Investment Strategy (CIS), short-range component, and mobilization component. In addition, the Master Planner is responsible for: installation land use planning; Military Construction Army (MCA) program; review of all architectural designs for conformance with Installation Design Guide

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(IDG); and MCA project coordination and inspections. The Real Property Specialist is responsible for: all installation real estate actions; management of the installation's real property assets; and preparation of DD Form 1391 programming documents.

Contract Management Branch, 2652 Essayons Way, telephone 751-6123.

This branch is comprised of construction inspectors responsible for administering, inspecting, evaluating and ensuring that contractors' work is in accordance with the contract specifications. The inspectors coordinate work with the contractor and customer to minimize impact and ensure that the contract fulfills the service requirements.

PUBLIC SAFETY and ENVIRONMENTAL SERVICES DIVISION, 2563 Essayons Way, telephone 751-5011.

The Public Safety and Environmental Services Division (PESD) is comprised of three offices: Environmental Management Office (EMO), Forestry Office (FO), and the Wildlife Office (WO). EMO, FO, and WO staff are always willing to provide guidance, advice, and technical assistance to all units and activities on Fort Jackson. The responsibilities of each office and the services provided to the Fort Jackson community are discussed below.

Environmental Management Office, 2563 Essayons Way, telephone 751-6853. The mission of the Environmental Management Office (EMO) is to provide overall coordination and oversight for the installation environmental regulatory compliance program, to take actions and initiate programs to maintain compliance with applicable Federal, state, and local environmental laws and regulations and to request adequate funds to satisfy these compliance requirements. The EMO provides training, consultation, oversight, and advice to installation personnel and organizations regarding environmental laws, regulation, and compliance requirements. The EMO provides the following services to the Fort Jackson military and civilian community:

a. **Environmental Review Process.** The purpose the environmental review process is to implement AR 200-2, Environmental Effects of Army Actions, and the National Environmental Policy Act (NEPA). AR 200-2 and NEPA require all proposed actions/projects be evaluated to determine if there will be impacts to the environmental and natural and cultural resources. The environmental review process is initiated when the project proponent submits a completed Record of Environmental Consideration (REC) to EMO. This requirement is applicable to all individuals and organizations on Fort Jackson. REC forms can be obtained in Building 2563 or by calling 751-5011.

b. **Construction Site Selection Survey.** A construction site selection survey (CSSS) is performed on all proposed construction sites if there is a potential for contamination that could prohibit use of the site or delay construction. The survey looks at preexisting documentation such as reports and assessments and aerial photos and conducts an on-site inspection.

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c. Environmental Compliance Evaluations. Multimedia environmental compliance evaluations are conducted at high-risk facilities on post and at the request of an activity or unit to determine compliance with Federal and state environmental laws and regulations.

Wildlife Office, 2563 Essayons Way, telephone 751-4793. The Wildlife Office (WO) is responsible for the development, coordination, and implementation of the installation natural and cultural resources programs and many programs associated with the overall natural resources conservation efforts on the installation. The WO also maintains a Geographic Information System, assists with wildfire suppression and prescribed burning, and facilitates the Environmental Compliance Officer Course. The WO provides the following services to the Fort Jackson military and civilian community:

a. Natural Resources Management. Responsible for planning and implementing programs for the conservation of game and non-game wildlife and endangered species. Also responsible for wildlife damage control and maintaining compliance with relative Federal and state laws and regulations. The office prepares and reviews other's assessment of proposed actions/projects for their impacts to natural resources (e.g., Wetlands, endangered species, and other wildlife in general), and performs consultations with regulatory agencies.

b. Cultural Resources Management. Responsible for the identification, protection, and preservation of archeological and historic resources, and maintaining compliance with the applicable Federal and state laws and regulations.

c. Environmental Compliance Officer (ECO) Course. This two-day training course certifies ECOs for all units and activities on the installation. The ECO course covers a wide spectrum of environmental and natural resource topics to provide the ECO with a basic knowledge of environmental programs at Fort Jackson. An ECO and alternate must be appointed in writing. The ECO is responsible for ensuring that the unit or activity is in compliance with Federal and state environmental laws and regulations. All ECOs and their alternates will attend training as required in AR 200-1 and Fort Jackson Regulation 200-8. ECOs are also responsible for providing environmental awareness training to the personnel in their unit or activity. For military units, the ECO and alternate will be appointed down to company level. The unit ECO must hold the minimum rank of E-5. See Fort Jackson Regulation 200-8 for additional information.

Forestry Office, 2563 Essayons Way, telephone 751-4622. The Forestry Office (FO) is responsible for the development, coordination, and implementation of the installation forest management program and the wildland fire program. The goal of the forest management and wildland fire programs is to maintain a healthy forest and provide a realistic training environment. The FO provides the following services to the Fort Jackson military and civilian community:

a. Firewood and Pinestraw Sales. The FO sells permits for the collection of firewood and pine-straw for personal use only. If you desire to collect firewood and pinestraw for commercial

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resale, you must contact the U.S. Army Corps of Engineers Forest Resource Office located at Thurmond Lake in Clarks Hill, SC.

b. The FO responds to all wildland fires outside of the cantonment area. All wildland fires should be reported to Range Control at 4-7171 and the Fort Jackson Fire Department at 4-7217.

FIRE PREVENTION AND PROTECTION OFFICE, 7300 Strom Thurmond Boulevard, telephone 751-5266.

The following information is applicable to all personnel and activities of Fort Jackson and all South Carolina Army Reserve Centers. Also, the following information concerns services provided by the Fire Prevention and Protection Office.

1. The Operations Branch consists of two separate 24-hour shifts of firefighters who are on duty 24 hours a day, 365 days a year. They respond to all fires and fire alarms, emergency medical incidents, hazardous materials releases, and special rescue operations to include elevator rescues, high and low angle rope rescues, confined space rescue, vehicle extrication, water rescue, etc. They also perform the following customer services:

a. Fire extinguisher maintenance – extinguishers can be taken to Fire Station 1, Building 7300, from 0800-1500 for servicing.

b. Fire alarm and smoke detector problems – telephone the 911 Dispatch Center at 751-4142/7217 to report these problems. If an entire building alarm activates, telephone 911 and evacuate the building.

c. Testing and inspecting of fire sprinkler systems and fire hydrants – problems with these systems should be reported to 751-4142/7217.

d. Fire Drills – any activity requesting fire drills in their facilities can be scheduled by calling 751-7217/4142. FJ Reg 420-90 requires all IET units coordinate a fire drill with the Fire Department within 30 days of their arrival to Fort Jackson.

2. The Prevention Branch provides fire inspections of all Fort Jackson facilities and South Carolina Army Reserve Centers. They also must review project plans for fire code enforcement on all new construction projects, building renovations, and self-help/special projects, and concur that all life safety requirements are met. They also provide fire safety education to the Fort Jackson DOD Elementary School System and all other activities on post. Any assistance required of the Fire Prevention Branch may be directed to 751-1610/1611/5239.

3. The 911 Center receives all 911 and Enhanced 911 calls on post involving fire, police, and medical emergencies and is operated by four fire department dispatchers 24 hours a day, 365 days a year. They also double as the Fire Department Dispatch Center and customer service reception area. Any non-emergency issue is initially handled by dispatchers by calling 751-5142/7217. The 911 Center also receives all DLE Emergency Work Order requests after hours,

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weekends, and holidays. True emergencies (see TAB B, Examples of Work Order/Service Order Priorities under Submitting Work Requests) can be called in to 751-7684.

HOUSING SERVICES DIVISION, 5450 Strom Thurmond Boulevard, telephone 751-1363.

1. Provides quality family housing to eligible soldiers and their families assigned to Fort Jackson.
2. Provides assistance in locating off-post housing when on-post housing is not available.
3. Provides quality unaccompanied personnel housing to permanent party personnel.

LAUNDRY AND DRY CLEANING

The Main Laundry is located in Building 1558 on Ewell Road and the telephone numbers are 751-4694, 787-0032, and 787-0410. Hours of operation are 0700-1800, Monday through Friday. Laundry Annex 1 is located in Building 3230 on Sumter Street and the telephone number is 751-1675. Hours of operation are 1100-1800, Monday through Friday. Laundry Annex 2 is located in Building 7376 on Jackson Boulevard and the telephone number is 751-1201. Hours of operation are 1100-1800, Monday through Friday.

Authorized patrons of the Army Installation Laundry and Dry Cleaning Facility are as follows: active military personnel and their dependents; Reserve Components (RC) personnel on active duty;

retired military personnel and their dependents; civilian employees of the Government as specified in paragraph 2-10, AR 210-130; foreign national military personnel as specified in paragraph 2-11, AR 210-130; and Reserve Component personnel performing weekend duty.

The following information pertains to the laundry and dry cleaning services provided by the contractor-owned, contractor-operated (COCO) facility located on Fort Jackson.

1. Payroll Deduction Service (PRD).

a. Payroll deduction laundry service for BCT soldiers includes twice per week pickup and delivery of bundles, not to exceed 18 pieces per bundle. Total pieces turned in are not to exceed 36 per week. Two deductions are collected from the soldiers' pay, once during the first month of the training cycle and once during the second month. Soldiers are automatically enrolled in the laundry payroll deduction program when they are processed in at the Reception Battalion.

b. Payroll deduction laundry service for AIT soldiers includes once per week pickup and delivery of not to exceed 18 pieces (includes 4 pressed BDU pieces). A one-time deduction is taken from the soldier's pay based on the number of weeks in his/her AIT training. DA Form 3799, Laundry Payroll Deduction/Discontinuance Authorization (Laundry Service), is used to sign up for AIT PRD.

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- c. No PRD service is authorized for permanent party personnel.
- 2. Individual Piece Rate (IPR).
 - a. IPR is available to all authorized patrons at the laundry turn-in/pickup point.
 - b. DA Form 4202, Laundry Sales Ticket, is used to turn-in individual pieces to be laundered.
 - c. Cash is paid at the time of pickup.
 - d. A complete price list of all items is available at the turn-in point.
- 3. Dry Cleaning.
 - a. Dry cleaning is available on an individual piece rate. A price list is available at the turn-in point.
 - b. DA Form 4203, Dry Cleaning Sales Ticket, is used for turn-in of laundry to be dry cleaned. Forms are available at the turn-in point.
- 4. Organizational Laundry Service.
 - a. Organizational items are laundered by the contractor and paid for by government contract funds.
 - b. Organizational items are picked up and delivered back to customers by the laundry.
 - c. DA Form 1974, Laundry List, is used to turn-in organizational items for laundering.
- 5. The laundry processes hospital linen separately.
- 6. Claims. On receipt of a complaint, the contractor will try to settle it by: repairing damaged items, replacing damaged or missing items, or reimbursing patron for damaged item. Disposition of claims that cannot be settled by (1) above will be made following Federal Acquisition Regulation (FAR) instructions and as specified by the laundry contract. Claim forms are available upon request at the laundry turn-in point.

CONSOLIDATED INSTALLATION PROPERTY BOOK (CIPB)

The CIPB is located inside the DLE Consolidated Maintenance Complex on the corner of Washington and Lee Roads in Building 2601. Normal operating hours are 0730-1200 and 1245-1615, Monday through Friday. Telephone numbers are 751-6051 or 751-5214.

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The following establishes methods and procedures for the Consolidated Installation Property Book (CIPB) operations to units/activities requesting and turning in supplies and equipment through and to the CIPB.

1. Requesting supplies.

- a. All requests for supplies and equipment will be submitted to CIPB on the standard DA Form IAW DA PAM 710-2-1.
- b. Requests for supplies and equipment must be authorized in applicable CTA or TDA.
- c. A valid DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies, must be on file in the CIPB.
- d. Requests must have appropriate budget program approval prior to submission.
- e. Requests for ammunition will be submitted on DA Form 581, Request for Issue and Turn-In of Ammunition, and must be authenticated by DPTM, Training Support Division.

2. Receipt for Supplies.

- a. Hand-receipt holders will be notified when supplies/equipment have been received. Equipment may be picked up at Building 2530 (Warehouse 10).
- b. Personnel authorized on DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies, may sign for supplies/equipment.
- c. Personnel signing for property will be given a copy of the receiving document.
- d. Items requiring hand receipt accountability will be placed on units hand receipt. A DD Form 1348-1, DOD Issue Release/Receipt Document, will be prepared by CIPB warehouse personnel and forwarded to the Property Book Officer (PBO) for processing. A copy will also be given to the hand receipt holder until the hand-receipt is updated.

3. Turn-in of supplies.

- a. Hand-receipt holders will prepare turn-ins on DA Form 2765-1, Request for Issue or Turn-In, and will be accompanied by a DA Form 2407, Maintenance Request, when appropriate.
- b. Turn-in documents should be forwarded to the PBO for processing.
- c. Hand-receipts will be updated once turn-in is complete.

4. Hand-receipts.

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- a. Hand-receipts are required whenever property book or durable items are issued. The hand- receipt lists the property that has been issued and reflects the signature of the person on the hand -receipt and establishes direct responsibility.
- b. Hand-receipts will be adjusted at least every six months or prior to change of hand-receipt holders, whichever comes first.
- c. Hand-receipts will be inventoried every six months, signed, and returned to PBO. Sensitive items will be inventoried monthly.
- d. All individuals who have signed for government property will personally clear their account with the PBO prior to departure from this installation.
- e. When US Army property is lost, damaged, or destroyed by other than fair, wear, and tear action will be taken IAW AR 735-5.

AMMUNITION SUPPLY POINT (ASP)

The ASP is located in Building K5510 off Wildcat Road, between Hartsville Guard and Leesburg Road. The telephone numbers are 751-4017 and 751-6586. Normal customer operating hours for the ASP are 0730-1200, Monday through Friday.

All units/organizations located on Fort Jackson and all ROTC and Reserve Units satellited on Fort Jackson and South Carolina National Guard units are authorized to use the ASP. Also, the following establishes basic insight into the procedures for obtaining ammunition from the ASP:

- a. Provides for the issue and turn-in of ammunition.
- b. Provides storage and security of ammunition/explosives when weekend training is required.
- c. Customers must have a valid, up-to-date DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies, on file at the ASP. Additionally, reference the DA Forms 1687, assumption of command orders for the Unit Commander or appointment orders for the Property Book Officer (PBO) must be on file at the ASP.
- d. Customers requesting ammunition will submit a DA Form 581, Request for Issue and Turn-in of Ammunition, to the Director of Plans Training and Mobilization (DPTM) at least seven work days prior to the date the ammunition/explosives are needed.
- e. Customers requiring temporary storage facility should request this when ammunition is issued. An Access Roster, listing of personnel authorized access to the temporary storage, signed by the Cdr or PBO should also be brought to the ASP at this time.
- f. Appointment for turn-in should be made when ammunition is issued.

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g. DA Form 581, Request for Issue and Turn-In of Ammunition, should be prepared and brought to the ASP at the time of turn-in. Units will need separate DA Forms 581 for live ammunition and residue.

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE)

The Central Issue Facility (CIF) is located in Building 3521, Warehouse 29, corner of Warehouse Row and Semmes Road. Normal customer operating hours are Monday through Friday, 0730-1500. The telephone numbers are 751-7213 and 751-6885.

All soldiers assigned to Fort Jackson requiring OCIE and Department of Army Civilians (DACs) requiring protective clothing and equipment are authorized to use the CIF. Also, the following establishes basic insight into the procedures for obtaining organizational clothing and individual equipment (OCIE) from the Central Issue Facility (CIF).

a. A newly-assigned soldier reporting to the CIF must have copy of his/her DA Form 3645, Organizational Clothing and Individual Equipment Record, (or computerized form) from his/her last unit. This form should accompany the soldier or civilian each time he/she comes to the CIF.

b. OCIE is issued in bulk to Company Commanders for all BCT, AIT units, and Schools, i.e., Drill Sergeant, PCC.

(1) Commanders may receive additional OCIE if companies increase by submitting a Memorandum to the CIF stating items required.

(2) Commanders may turn-in excess, if companies decrease, by calling and making an appointment.

(3) Units may exchange unserviceable OCIE for serviceable OCIE by calling the CIF and making an appointment.

c. All bulk hand-receipt holders must have valid and up-to-date DA Forms 1687, Notice of Delegation of Authority – Receipt for Supplies, on file at the CIF.

d. DACs requesting protective clothing and equipment must have FJ Form 22, Request for Safety Equipment, signed by their budget analyst.

e. Personnel out-processing that are missing an item, should have a DA Form 362, Statement of Charges/Cash Collection Voucher, or DA Form 4697, Report of Survey, from their unit S-4 in their possession to out-process.

VICTORY FUELING STATION (PETROLEUM, OIL, LUBRICANTS)

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The Victory Fueling Station is a 24-hour basis Contractor-Owned, Contractor-Operated (COCO) Service Station and is located on Washington Street.

All units and organizations on Fort Jackson using GSA vehicles; ROTC and Reserve units; National Guard units who are on annual training; and units in transit or TDY are authorized to use the Victory Fueling Station. Also, the following procedures are applicable to authorized patrons of the Victory Fueling Station at Fort Jackson:

a. The COCO Service Station utilizes a Fuel Master Automated Fuel Key System for the issue of diesel and gasoline fuel into vehicles and for a diesel bulk issue. To obtain keys, organizations, units, and activities are responsible for providing information to the Supply Support Branch, Materiel Management Section, Logistics Services Division, to have keys made for each vehicle. A memorandum from Battalion S4 or Activity Director with the Unit/Activity designation, serial number, USA number, model/type of vehicle for GSA, TOE, and MTOE vehicles will be provided to the MMS, Supply Support Branch, ATTN: ATZJ-DLE-LS. Rental vehicles and Army-owned, non-tactical vehicles will be handled on an exception basis as required by contacting the Contracting Officer's Representation at 751-4011.

b. Lost fuel keys will be reported to Materiel Management Section, Supply Support Branch, Logistics Services Division, extension 751-4011. The COR will have the lost key deleted from the system deactivating the key. A replacement key may be obtained using the above procedures. Lost keys will cost the unit \$5.00. Accounting for lost, damaged and destroyed property procedures will be accomplished IAW AR 735-5.

c. Issue of bulk fuel will be accomplished by using the fuel key issued with the vehicle capable of hauling bulk fuel. Bulk fueling pump will operate from 0730-1530, Monday through Friday.

d. The attendant at the service station will provide assistance to customers as required. No formal training is required to utilize the fuel keys. The key must be inserted into the key slot on the Fuel Master Stand next to the fuel pump. The display will ask for a number of the pump. The customer will press the number of the pump and enter, at which time the fuel key may be removed. The pump will activate and the customer has 45 seconds to start pumping. Only authorized personnel will be able to receipt for bulk issues. Personnel must provide a drivers license with Hazardous Materiel training indicated. The bulk fuel key works in the same manner as indicated above.

CLOTHING INITIAL ISSUE POINT (CIIP) (PERSONAL CLOTHING)

The CIIP is located in Building 1895 on Washington Road. Normal customer hours of operation are 0700-1545, Monday through Friday. Hours for sewing on insignia are 0800-1030, Monday through Friday. The telephone numbers are 751-6324, 751-7447, and 751-6982.

Recruits at the Reception Battalion, prior service personnel, newly assigned permanent party enlisted personnel, enlisted soldiers that have been promoted, and enlisted soldiers authorized

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supplemental issues are authorized to use the CIIP. Also, the following establishes basic insight into the procedures for obtaining personal clothing from the Clothing Initial Issue Point (CIIP).

- a. The 120th AG Battalion (Reception) schedules all new recruits for Phase I issue. This issue consists of training uniform items required for the first five weeks of BCT.
- b. Director of Plans Training and Mobilization (DPTM) schedules all BCT Units for their Phase II issue. This consists of dress uniform items and is normally issued during the sixth week of BCT.
- c. Soldiers may exchange initial issue uniforms for weight gain or loss within six months and initial issue footwear up to 90 days after issue.
 - (1) Soldiers exchanging initial issue items must make an appointment by calling 751-7447. Unit S-4 must prepare TRADOC Form 248-R, Clothing Work Sheet, for the exchange.
 - (2) Soldiers assigned to BCT Companies needing footwear exchanges do not need appointments or paperwork. They may walk in during normal duty hours.
- d. Prior service soldiers are scheduled for issue at the CIIP by the 120th AG Battalion (Reception).
- e. CIIP will sew the shoulder sleeve insignia (TRADOC patch) on authorized uniforms for newly assigned permanent party enlisted personnel at no cost to the soldier. Insignia that is issued for change of grade or supplemental issues will be sewn on at no cost to the enlisted soldiers. Orders are required.

TROOP ISSUE SUBSISTENCE ACTIVITY (TISA) (SUBSISTENCE)

The TISA is located in Building 2562, Essayons Way. Hours of operation are 0730-1615, (lunch 1200-1245), Monday through Friday. The telephone numbers are 751-4013, 751-7335, and 751-4129.

Active Army units, USAR units, USPFO National Guard, Senior/Junior ROTC cadets, Boy Scouts, and Nonappropriated Fund Activities are authorized to use the TISA. Also, the following establishes basic insight into procedures for obtaining subsistence from the Troop Issue Subsistence Activity (TISA) at Fort Jackson.

1. Issuing Subsistence.

- a. Units must submit a DA Form 2970, Subsistence Report and Field Ration Request, or DA Form 3294, Field Ration Issue Slip, at least once a week from each Active Army unit supported. Units operating on Army Food Management Information System (AFMIS) will use data entry procedures. Separate forms must be used when a ration request covers part of one accounting period and part of another. Instructions for completing DA Form 2970, Subsistence Report and

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Field Ration Request, and DA Form 3294, Ration Request/Issue/Turn-In, are in AR 30-18, Chapter 11, Figure 11-1. Forms may be ordered through publications or obtained from TISA.

b. The Troop Issue Subsistence Officer (TISO) establishes submission lead times for special requests for items not stocked by the TISA. Special orders cannot be cancelled or rejected or turned in. They must be issued and charged to the requesting unit.

c. Direct Vendor Delivery Issue Documents will be prepared per paragraph 11-12, AR 30-18.

2. Receiving Subsistence.

a. Subsistence is delivered directly to supported dining facilities by “Prime Vendor” Contractor.

b. Only those persons presenting a DD Form 577, Signature Card, and a valid identification card will be permitted to receive subsistence from TISA.

3. Turn-in of Subsistence.

a. MREs will be listed on DA Form 3161, Request for Issue or Turn-In, or DA Form 3294-R, Field Ration Issue Slip, by unit of issue, restricted to case lot quantity in unopened containers. Turn-in document must be signed by the person turning in the subsistence.

b. MREs to be turned in will be inspected at the TISA Warehouse by the Veterinary Service Personnel (VSP). MREs not suitable for storage and reissue will not be accepted or receipted for.

c. Turn-ins that are accepted will be processed and credit given to the customers account or appropriation charged (as required).

4. Ice Issues.

a. While ice is not an item of subsistence, TISA is responsible for issuing ice for both dining facilities and training purposes.

b. Customers will use DA Form 3161, Request for Issue or Turn-In, or TISA Ice Request Form to requisition either block or crushed ice from TISA stating morning or afternoon delivery and delivery site.

COMMUNICATION/ELECTRONICS AND GENERAL EQUIPMENT REPAIR

The Communication and Electronics/General Equipment Repair (CE/GER) Branch is located in the DLE Consolidated Maintenance Complex at the corner of Lee Road and Washington Road in Building 2601. Hours of operation are from 0730-1615. Telephone number is 751-4848.

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Services indicated above may be obtained during normal hours by submitting a completed DA Form 2407, Maintenance Request, to the CE/GER shop in Building 2601. Emergency service for communications systems, computerized ranges and J-SIIDS may be obtained after hours by contacting the Post SDO at 751-7611.

All military and civilian personnel and Department of Defense (DOD) agencies that receive services provided by the branch are authorized to use the CE/GER Branch. Also, the following establishes basic insight into the procedures for Communications and Electronics:

- a. Provides direct and general support maintenance on all communication equipment, surveillance cameras, hydraulic diesel simulators and electronic circuit board maintenance and repair, except for calibration and repair of test, measurement and diagnostic equipment (TMDE), for all units assigned to Fort Jackson as a support center.
- b. Provides support for tactical and commercial radio systems (SINCGARS, VRC-12 series, Motorola and Bendiz/King hand-helds), vehicle installation/service, Emergency Systems (Moncrief Army Hospital, Fire Department, Range Control Communications Net and Cease-Fire Net and Maintenance/repair of Fire Alarm Systems) and equipment.
- c. Maintains Weaponeer Systems, intercom systems, Joint Service Interior Intrusion Detection System (J-SIIDS), computerized range maintenance and target systems, machine guns simulators, target mechanisms and simulator devices.
- d. Provides on-site maintenance support on all post intercoms and public address systems except those designated as post sound team responsibilities. This includes intercommunications and public address systems at Moncrief Army Hospital and the nurse call system.

MAINTENANCE CONTRACTS

Representative is located in the Engineering Services Division, Building 2562, Essayons Way, telephone number is 751-7492. Hours of operation are from 0800–1745, Monday through Friday.

Service may be obtained by calling the number listed above or visiting the Maintenance Contracts Office providing the nomenclature, serial number, model, and location of the equipment needing repair and also providing a POC and phone number.

This information is applicable to all military and civilian personnel and Department of Defense (DOD) agencies that receive services provided by this section. Also, the following provides general policies and procedures to obtain maintenance contract services provided to customers:

- a. Provides maintenance of equipment accomplished by commercial contract. Based upon annual submission of types of items to be covered on a contract basis, prepares and processes requests for commercial vendor support.

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- b. Accomplishes one-time contracts for emergency purposes.

MOTOR TRANSPORT

This section identifies responsibilities, procedures and policies for motor transport-related activities within the garrison environment and during administrative movement to and from training areas on Fort Jackson. The following provisions apply to all installation and tenant activities assigned and/or attached to Fort Jackson.

1. MOTOR TRANSPORT BRANCH (MTB):

- a. Provides automotive transport-related assistance and resources for the installation.
- b. Supervises the safety, physical security and driver selection and testing programs.
- c. Guidance and assistance relative to motor transport activities may be obtained by contacting the MTB at Building 2606 during normal duty hours or calling 751-5120/5211.
- d. Hours of operation are 0730-1615, Monday - Friday.
- e. Operations Section:
 - (1) Receives requests for motor transport services and, as available, dispatches the quantities and types of vehicles necessary on an individual or on a recurring basis. Requests for all nonrecurring transportation support (with the exception of transporting BCT Companies to and from ranges for BT Training) will be submitted in the format shown at Tab A of this appendix
 - (2) Non-tactical motor vehicles will be dispatched from the MTB.
 - (3) The operators of a vehicle on a given day must personally inspect the vehicle and dispatch from the authorized dispatch operation. On certain occasions, it may be necessary for several drivers to operate a vehicle on a given day. The driver to whom the vehicle is dispatched to must ensure that all other operators have proper credentials.
 - (4) The Motor Transport Officer or his designated representatives are authorized to approve off-post dispatches for non-tactical vehicles. Prior to releasing vehicles for destinations off-post, the dispatcher will ensure that:
 - (a) Dispatches are properly stamped and authenticated.
 - (b) Operator has been instructed not to exceed Permissible Operating Distance (POD) without authority.

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(c) Operator has been instructed to use credit card(s), if applicable.

(d) Dispatch requests for vehicles on non-recurring dispatch will be submitted with full written justification to the MTB, not later than three working days prior to mission requirements.

(e) Non-tactical vehicles, not on approved extended dispatch, will be returned to the Motor Transport Branch or parked in a secure area after completion of the daily mission. After locking the vehicle in the secure area, the key and logbook will be turned into the unit vehicle coordinator or the Duty Officer/NCO as appropriate. Using activities will ensure that non-tactical vehicles are fully utilized while on dispatch and are promptly released when mission has been accomplished.

(5) Permissible Operating Distance (POD). It is not intended that military transportation compete with civilian carriers outside the confines of a military installation. It is also more economical to use the services of commercial carriers for the transportation of personnel and cargo. The State of South Carolina, Fort Gordon and Charlotte NC have been established as the POD for this installation for non-tactical vehicles. However, exceptions may be requested. Requests are necessary only for those vehicles required to exceed the normal POD in order to accomplish the mission.

(6) Activity supervisors are responsible for proper security, control, general appearance, and operator maintenance of non-tactical vehicles while such vehicles are dispatched to their activity. Vehicle keys will be removed, vehicle locked, and keys turned in to the dispatcher, or in the case of satellited vehicles, to the individual responsible for vehicle control.

2. VEHICLE INSPECTIONS:

a. MTB Personnel, when available, will perform inspections of vehicles, as they come to the Motor Pool for re-dispatch. Operators will be allowed to correct minor deficiencies on the spot. If there are major deficiencies or safety related items the vehicle will be taken out of service and moved to maintenance for required repairs.

b. In addition to the above inspections, MTB Personnel and personnel from the 187th Ord Bn will periodically perform roadside inspections at various locations throughout Fort Jackson. Copies of these inspections will be provided to the Commanders of the units to which the vehicle is assigned.

3. TRANSPORTATION COORDINATORS:

a. Major Subordinate Commanders, Chiefs of Staff Sections, and Directorates will designate one person and one alternate as Transportation Coordinators who will be responsible for their respective organizations and submit consolidated transport requirements to the Motor Transport Branch. Names of individuals designated, and changes thereto will be furnished to the Motor Transport Officer.

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b. Transportation Coordinators will ensure that sufficient permanent party military and civilian personnel are properly licensed to operate vehicles required in support of their activity.

c. Activities requiring non-tactical vehicle support on a non-recurring basis will submit requests to the MTB. Full justification will be furnished to include purpose, personnel or cargo to be transported, dates, time and destination. Non-tactical vehicles will not be dispatched without written request from the activity Transportation Coordinator.

4. **PASSENGER CAPACITY:** Non-tactical vehicles used to transport passengers will not exceed the following number (including operator) for the type of vehicle indicated below:

TYPE VEHICLE	FRONT SEAT	CARGO SPACE/REAR SEATS
Sedans	1 passenger per seat belt as provided by manufacturer	1 passenger per seat belt provided as proved by manufacturer
Ambulance	2	As prescribed for vehicle
Truck P/U	3	0
Van Panel	2	0
Van Carry-All	2	1 passenger per seat belt As provided by manufacturer
Truck 1 Ton S&P	3	13
Truck 1 Ton S&P (Ext Bed)	3	16
Bus (44 Pax)	1	55
Bus (52 Pax)	1	65
2 ½ Ton Tactical with Troop Seats	2	20

5. **COURTESY CREDIT CARDS:** US Government (GSA) Credit Cards will be issued to users of non-tactical vehicles with a destination in excess of 75 miles from Fort Jackson, or as otherwise specifically authorized by the Motor Transport Officer. Ensure vendor will accept government credit cards before purchasing goods. Individuals in possession of these credit cards will be informed of the following restrictions:

a. Only regular grade gasoline, diesel fuel, medium grade motor oil, transmission fluid, differential grease and brake fluid may be purchased using a credit card.

b. Repair parts (e.g. fan belts, light bulbs, radiator caps, and gasoline caps) may be purchased when required for continued use of the vehicle.

c. Government credit cards may not be used to pay for cleaning of vehicles unless the Motor Transport Officer specifically authorizes their use for washing. Use of government credit cards for waxing of vehicles is not authorized.

d. Self -service will be used for all purchases. Use of full-service is prohibited.

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e. Credit cards will be safeguarded and returned to the issuing office with tissue copies of credit card purchases upon completion of authorized trip.

f. Minor emergency roadside repairs may be accomplished at authorized or reputable garages not to exceed \$50. The operator will obtain an estimate of cost prior to the vendor proceeding with such repairs. Emergency roadside repair invoices will be properly completed indicating the GSA Tag number, legibly authenticated for the services performed, and annotated with the name of the vendors representative who furnished the cost estimate. Such invoices will be furnished to the Motor Transport Branch accompanied by a statement of justification. Approval for repairs exceeding \$50, must be acquired from General Services Administration Regional Maintenance Control Center at telephone number 1-888-622-6344. Prior to calling for advice or direction, operators should know their current location, the specific problem and have an estimate of the repair cost.

g. MTB Administrative Office personnel will issue credit cards during the hours of 0830-1500, Monday through Friday. For weekends and holidays, cards will be issued the duty day prior to the weekend or holiday.

6. SUSPENSION AND REVOCATION OF DRIVER'S LICENSES/PRIVILIGES:

a. Commanders, Logistics Services Officer and the Motor Transport Officer may suspend or revoke an operators driving privileges at any time when:

- (1) The operator's accident record indicates that he/she needs further training.
- (2) The operator's competency appears to be impaired by physical defect/condition, or other limitations.
- (3) The operator appears to be a potential risk because of unsafe acts.
- (4) The operator is observed misusing or abusing a government vehicle.
- (5) When an accident or incident occurs as defined in paragraph 11 below.

b. When an operator's driving privileges have been suspended, and after a review of the circumstances and a recommendation from the driver's supervisor, driving privileges may be reinstated if it is determined by the Motor Transport Officer that reinstatement is merited.

7. WRECKER SERVICE:

a. During normal duty hours (0730-1530) wrecker service will be provided by the GSA Repair Contractor.

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b. After duty hours, weekend and holiday wrecker service will be provided only on an emergency basis; i.e., a disabled vehicle blocking traffic or a security consideration. A vehicle disabled beside the road or in a parking lot will be retrieved the next duty day.

c. Emergency service will be provided as follows:

(1) The operator of a vehicle requiring retrieval will contact a DLE Maintenance representative at 4423/3233.

(2) Emergency service will only be used within a 25-mile radius of Fort Jackson. Beyond 25 miles, contact the nearest wrecker service and have the vehicle moved to that vendor's location.

8. SAFETY:

a. All drivers may achieve, but under no circumstances exceed, posted speed limits.

b. Vehicles operating on non-paved roads will not exceed 30 mph. Speed will be reduced as required to operate the vehicle safely. Off-road (e.g. hard stands, bivouac areas) travel speed will not exceed 5mph. Buses are only permitted to use North Tower, Salem and Winston Roads.

c. The tailgates will be in place and latches engaged on all commercial stake and platform vehicles during operation.

d. Personnel riding in the bed of vehicles will be seated and not leaning on the rear gates.

e. One-ton and dual wheeled rear axle vehicles will not be moved in reverse without a ground guide to direct the driver.

f. Maximum speed while passing troop formations is ten miles per hour. Formations should not be passed until the operator is motioned to pass by the leader of the formation.

g. Canvas must be secured at all times. Torn canvas will be reported and repaired in a timely manner.

h. An NCO is required to be in the cab of any open bed vehicle transporting troops except when driven by a civilian driver. There is no requirement for an escort in a closed vehicle.

9. ACCIDENT/INCIDENT PROCEDURES:

a. A motor vehicle accident/incident may be described as a mishap involving a motor vehicle, its cargo or passengers resulting in any personal injury, property or vehicle damage.

b. When involved in an accident/incident the operator will:

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- (1) Render any possible assistance to the injured.
 - (2) Notify civil authorities if the accident occurred off-post, or the Military Police when on the installation.
 - (3) Notify Operations Section, MTB (extension 3191/5211).
 - (4) Notify unit to which vehicle is assigned.
- c. Complete GSA Accident Forms and submit to Operations Section, MTB, within one duty-day of accident. Assistance with completion of these forms can be obtained from the MTB.
 - d. Do not express opinions, orally or in writing, and do not make the official investigation report available to a claimant or to any representative of any non-government organization.
 - e. Assist immediate supervisor in preparing SF Form 91, Motor Vehicle Accident Report, and submit to the Safety Office through the Motor Transport Officer. Written reports will be submitted within one duty-day after the accident.
 - f. Law Enforcement Activity personnel will immediately report, by telephone, traffic accidents or violations involving non-tactical vehicles to the Motor Transport Officer. Written reports will be submitted within one duty day of the reportable incident.
 - g. Any Army, owned or leased, vehicle accident involving \$2,000 or more damage or personal injury will be submitted on DA Form 285, US Army Accident Report, to the Installation Safety Office within seven days of the accident.
10. FUNERAL DETAIL: The MTB has the responsibility to furnish the best available vehicles for funeral detail requirements. Operators of funeral detail vehicles shall be permanent party personnel. A minimum number of personnel and vehicles will be used in support of these requirements. Senior occupant will be responsible for the condition of the vehicle.
11. MISUSE AND ABUSE OF GOVERNMENT VEHICLES:
- a. In accordance with Chapters 2 and 4 of AR 58-1 with C1, Management, Acquisition, and Use of Administrative Use Vehicles, 15 December 1979, government leased motor vehicles will be used only for official purposes. They WILL NOT be used for:
 - (1) Domicile-to-duty transportation. There are no known installation positions which could be authorized routine domicile-to-duty transportation based on performance of field work. It is not sufficient to justify domicile-to-duty transportation solely because the member is on call constantly (i.e. Law Enforcement Activity, Fire Marshall, etc.) or because a person must be prepared to leave his/her domicile at any moment in the event of an emergency. Domicile-to-duty transportation is authorized for medical officers while performing out-patient medical

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service away from the hospital. It may also be approved by the head of the Military Department concerned for personnel engaged in fieldwork when the character of their duties makes such transportation necessary and other transportation is not adequate. Fieldwork is defined as “official business performed away from one’s regular duty station or post.” The authority vested in the Secretary of the Army to approve such transportation may not be further delegated. Therefore, all domicile-to-duty transportation not meeting the above criteria is not authorized.

(2) Trips to commissary, post exchange, laundry, cleaners, bank, credit union, Officer and Noncommissioned Officers Clubs for personal convenience or for other reasons that would be questionable or reflect unfavorably on proper use of a government owned/leased vehicle are prohibited.

b. Mechanical failures or vehicle damage which are not the result of fair wear and tear or defective material or workmanship will be considered evidence of vehicle abuse. When evidence of abuse is discovered, the apparent abuse will be reported so that necessary investigation and disciplinary action may be taken.

c. Procedures for the processing of damage statements/Reports of Survey:

(1) When vehicle damage(s) is discovered, the company commander/supervisor of the individual responsible for the damage(s) will provide the MTB a statement of circumstances surrounding the incident. This statement will indicate the commander’s/supervisor’s assessment of the cause of damage(s) and whether or not negligence is suspected or evident.

(2) The Command or agency responsible for the vehicle will initiate and process a Report of Survey when necessary. Copies of completed Reports of Survey will be provided to MTB Operations.

12. TRANSPORTATION REQUEST PROCEDURES (TAB A):

a. Limited military transportation assets are available from the MTB. Transportation requirements may be satisfied by using the vehicles of this source.

b. Major Subordinate Commanders (MSC) and Chiefs of Staff sections are responsible for requesting needed transportation support.

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TAB A - Sample Memo for Motor Transport

ATZJ-

MEMORANDUM FOR Motor Transport Branch, Logistics Services, DLE

SUBJECT: Request for Transportation Support

1. Requesting Agency:

a. Requesting Unit: _____

b. Name and Rank of POC: _____

c. POC Phone Number: _____

d. Pick Up Location: _____
(Area or Building No.)

e. Pick Up Time and Date: _____

f. Destination: _____

g. Approximate Return Time: _____

2. Task:

a. Type Vehicle Required: _____

b. Number of Passengers: _____

c. Type of Cargo: _____

3. Remarks (Include Purpose of Commitment):

(Unit Coordinator)

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PERSONAL PROPERTY

The Personal Property Branch is located in Room 1047, Building 5450, the Soldier's Service Center on Strom Thurmond Boulevard between Fort Jackson Boulevard and Marion Avenue. Hours are from 0730-1615, Monday through Friday. Areas may be contacted at the following numbers:

Inbound Household Goods	751-7694/7695
Outbound Household Goods	751-5137/5138
Quality Control Section	751-4821
Material Movements Section	751-4718/4727

The following information applies to all military and civilian personnel and Department of Defense (DOD) agencies that receive services provided by the branch. Also, the following provides general policies and procedures to obtain services provided to customers.

1. Inbound and Outbound Household Goods/Baggage.

- a. Service is available to all DOD military and civilian personnel and their families in the movement and storage of personal property through the Personal Property Branch, Logistics Services.
- b. Counselors interview and counsel military members, their dependents, and civilian personnel relative to service entitlements and responsibilities in connection with the movement and storage of personal property as required by the component to which the members are assigned.
- c. Provides assistance and guidance on Do-It-Yourself (DITY) moves. Operates vehicle scale to aid members in their DITY moves and provide accurate weight in regular personal property moves.
- d. Reviews members' orders and prepares application and necessary documents for movement or storage of personal property to include the establishment of realistic delivery dates.
- e. All forms of shipment, storage and counseling information may be obtained by reporting to Room 1047 of the Soldier Service Center, Building 5450, at 0730, Monday through Friday. Type of shipment/counseling will determine when the customer may be seen on that particular day. Out-of-town customers will be accommodated on a walk-in basis. Applicable telephone numbers are at paragraph 4 below.

2. Quality Control Section.

- a. Provides quality control services on household goods, unaccompanied baggage, privately-owned vehicles, boats, mobile homes, or any items connected to the home that may be classified as personal property.

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b. Quality control information may be obtained by calling 751-6730/4821.

3. Material Movements Section.

a. Provides for the shipment and receipt of freight shipments by air, motor, rail, freight forwarder, and bus. Issues Government Bill of Ladings (GLBs) for all freight shipments and packed and crated household goods departing this station.

b. To effect a shipment, the customer must provide the Freight Section of the Personal Property Branch either a completed DD Form 1348, Shipment Document, or present a memorandum giving a description, pieces, weight, cube, and destination. The memorandum must be signed by the supervisor or NCOIC of the activity requesting the shipment. Outbound Freight may be contacted by calling 751-4718.

PERSONNEL MOVEMENTS

The Personnel Movements Branch (PMB) is located in Building 4350, Magruder Avenue, and is open from 0730 to 1615, Monday through Friday. The Passport Section is open 1300-1530, Monday through Friday. Telephone numbers are 751-5128 or 751-4716.

The following is applicable to all military and civilian personnel and Department of Defense (DOD) agencies that receive services provided by the branch. Also, the following information provides general policies and procedures to obtain passenger-related services provided to customers.

1. The PMB issues Government Transportation Request, Army Meal Tickets, and other support documents necessary to effect the movement of DOD personnel to destinations specified in travel order. Also responsible for evaluating travel requirements, determining mode, selecting least cost carriers, and completing other essential transportation arrangement; i.e., rental cars, lodging, etc. Service will be provided upon submission of an approved travel order to PMB.

2. PMB further obtains OCONUS port calls based upon authorizing documentation (travel orders/port call worksheets from AG). Port calls are issued Monday through Friday, 0730-1300. Serves as the Central Port Call Office (CPCO). Obtains port calls from the Passenger Reservation Center, Air Mobility Command, Scott Air Force Base, IL, based upon port call request worksheets.

3. Department of State NO FEE (official) passports and photographic support for personnel eligible for NO FEE passports are also available through PMB.

4. Provides authorized Department of State Passport Agents who provide assistance in making applications for NO FEE (official) Passports. Passports are issued to civilian employees, dependents of both military and civilian personnel, and to military personnel on official orders to countries requiring passports and visas for entry thereto.

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5. Provides photographic support for passport requests for all personnel eligible for NO FEE passports.

PRODUCTION, PLANNING AND CONTROL

Assistance relative to maintenance services may be obtained by contacting Production, Planning, and Control (PP&C) in Building 2602, Consolidated Maintenance Complex on the corner of Washington and Lee Roads. Hours of operation are 0700-1615, Monday through Friday. Phone numbers are 751-7481/4832.

The following is applicable to all military and civilian personnel and Department of Defense (DOD) agencies that receive services provided by the branch. Also, the following provides general policies and procedures to obtain maintenance services provided to customers.

1. Provides a center to coordinate materials, manpower and equipment to facilitate an orderly flow of work through the maintenance shops.
2. In support of the various maintenance shops and the customer, PP&C:
 - a. Maintains a DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies, file of customer personnel authorized to job order under Issue Priority Designator 01-10. Unit's personnel are required to submit the above information to PP&C in Building 2602, Consolidated Maintenance Complex, corner of Washington and Lee Roads, prior to work performance.
 - b. Ensures customers properly complete work requests IAW the provisions of DA Pam 738-750.
 - c. Assigns job order numbers for the shop performing the maintenance and providing the customer with a reference for querying work progress. Information is available by calling 751-7481/4832.
 - d. Provides on request (numbers as above), status, cost data, outstanding work order listing and, if applicable, reimbursable account data.
 - e. Serves as POC for all forms of maintenance related customer services.

TACTICAL SUPPORT

The Tactical Support Branch is located inside the DLE Consolidated Maintenance Complex on the corner of Washington and Lee Roads in Building 2602. Hours are 0630-1600, Monday through Friday. Telephone is 751-4423.

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The following is applicable to all military and civilian personnel and Department of Defense (DOD) agencies that receive services provided by the branch. Also, the following provides general policies and procedures to obtain tactical wheeled vehicle repair services provided to customers.

1. Tactical Vehicles:

a. Provides organizational, direct and general support maintenance for tactical support and other vehicles; trailers and semi-trailers; construction equipment; materials handling equipment; combat vehicles and special purpose equipment.

b. Performs modification, machining and welding services and repair of fuel and electrical components, power generators, assemblies, subassemblies and components.

c. Recharge batteries for all vehicle, power generators and materials handling equipment.

d. Performs all type body repairs to include metal, glass, radiator, and fuel-tank work. Provides painting services to include CARC painting and application of decals to all type vehicles and equipment supported.

e. Perform safety inspections and testing of lifting devices.

f. All the above services may be obtained by submission of a completed DA Form 2407, Maintenance Request, providing full details of the deficiency or work required to the supervisor of the work section where the work is to be performed.

g. Performs wood repairs to vehicles' troop seats, bow, trailer floors, and weapons' racks.

h. Performs repairs on metal bleachers.

2. Non-Tactical Vehicles. Performs all inspections and maintenance repair/services on GSA vehicles. Customer with a NTV problem may obtain service by taking the vehicle to the Organization Maintenance Section (OMS), Building 2604. In event the vehicle is inoperable, call the Motor Transport Branch at 751-5119/5120 for wrecker assistance or 751-3233, GSA Work Order Section.

3. Lawnmower Repair Section. Lawnmowers are repaired and maintained and for Fort Jackson units on work order basis. Customers may obtain service by bringing the piece of equipment requiring repair to the Lawnmower Repair Section in Building 2604 with a completed DA Form 2407, Maintenance Request.

UNIT MOVEMENTS

Unit Movement assistance may be obtained by contacting the Unit Movement Coordinator (UMC). The UMC is located in the Motor Transport Branch, Logistics Services Division, DLE,

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Building 2606. Hours of operation are Monday through Friday, 0730–1615. Telephone number is (803) 751-6112.

The following is applicable to all military and civilian personnel and Department of Defense (DOD) agencies that receive services provided by the branch. Also, the following information provides general policies and procedures to obtain Unit Movement Coordination Services to customers.

1. Support the movement of troops from Fort Jackson and other reserve components to training and deployments exercises. Monitors unit movement data and related transportation documents for all units assigned to the installation.
2. Provides assistance to assigned units in preparing and submitting current and accurate movement plans. Provides assistance in unit load plans, requests for transportation for local and commercial vehicles, air and or rail. Provides assistance with convoy clearances.

WEAPONS POOL/REPAIR

The Weapons Pool is located in the DLE Consolidated Maintenance Complex at the corner of Washington and Lee Roads in Building 2605. Hours of operation are 0630- 1745, Monday through Friday. Telephone Number is 751-4614.

The following is applicable to all military and civilian personnel and Department of Defense (DOD) agencies that receive services provided by the branch. Also, the following information provides general policies and procedures to obtain weapons, Victory Forge equipment or weapons repair services provided to customers.

1. Receives, stores and issues and maintain weapons, communication and electronic equipment and general training equipment, including Night Vision Sights and Victory Forge items (FTX).
2. Inspects and performs organizational, direct and general support maintenance repairs, modifications, servicing and processing of small arms and other equipment listed above. Only organizational maintenance is performed on the communication electronic equipment identified above.
3. The above services may be obtained upon submission of a memorandum signed by the appropriate supply personnel. The individual receipting for the equipment must be identified on DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies.

SUBMITTING WORK REQUESTS

The following is applicable to all military and civilian personnel and DOD agencies that receive services provided by the branch. Also, the following establishes uniform instructions for submitting work requests to the DLE.

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1. Definitions of work classifications and category of work (see examples at TAB A).

a. Construction (New Work):

- (1) The erection, installation, or assembly of a new facility.
- (2) The addition, expansion, extension, alteration, or complete replacement of an existing facility.
- (3) New installed building equipment made part of the facility, related site preparation, excavation, filling, landscaping or other land improvements.

b. Equipment-In-Place (EIP): Equipment that is required to support the specific, unique mission of a particular activity. Equipment should be a property book accountability item which, is hand-receipted to an activity and would move with the activity should it relocate to another building. The item does not have to be affixed to the building.

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c. Individual Job Order (IJO): Projects involving multi-shop work; maintenance/repair work requiring over 40 man-hours to accomplish; or construction (new work) exceeding 40 man-hours or a total cost of \$1,000. IJO type work requires that a valid DA 4283, Facilities Engineering Work Request, be submitted to DLE.

d. Installed Building Equipment (IBE): Permanently installed equipment which is required regardless of building occupant or use.

e. Maintenance: Work required to preserve a real property facility (RPF) or component of that RPF, in such condition that it may effectively perform its originally intended purpose.

f. Repair: Restoration of an RPF component to such a condition that it may effectively be used for its originally designed purpose. For a requirement to be classified as REPAIR, it must meet these two criteria:

(1) Does the item to be repaired EXIST?

(2) Has the item FAILED or is the item FAILING?

g. Service Order: Maintenance/repair work that can be accomplished by a single craft shop in less than 40 man-hours; or new work that can be accomplished by a single craft shop in less than 40 man-hours and not exceed a total cost of \$1,000.

h. Standard Operation Order (SOO). Recurring or cyclical work of a fixed nature which, requires devoted attention on a continuing year-around or cyclical basis.

2. SUBMITTING WORK REQUESTS.

a. Service Orders.

(1) Services orders may be phoned in to the Work Order Reception Desk at extension 7684.

The service order desk is normally manned from 0700 – 1700 hours, Monday-Friday, and manned by the Fire Department at all other times. Only valid EMERGENCY requests will be accepted by the Fire Department during non-duty hours.

(2) Check List. Use the following check list when phoning in service orders and provide the information in the order listed. If submitting more than one service order, group them into similar categories; i.e., plumbing, electrical, washer/dryer, heating, etc.

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(a) Building number or location, including company, floor, room number, and specific location within the room.

(b) Nature of the problem. Be specific giving detailed information as to the exact problem, so that EMERGENCY or URGENT work can be properly identified.

(c) Point of Contact (POC). Name of person at the location who is aware of the problem.

(d) Phone Number of the POC.

(e) Unit, organization, or location.

(f) Requester ID.

(g) Indicate if the building is locked. If locked, the craftsmen will call the POC to unlock the building. Craftsmen are not authorized to obtain keys and open buildings.

(3) Priorities. Services orders are handled in order of priority. It is important that the nature of your problem be accurately described to the service order clerk so the proper priority can be assigned. (See example of priorities at TAB B.)

(a) Priority 1 – EMERGENCY. Work which is necessary to protect the immediate health, safety, or security of personnel, or to prevent further major damage to property. The DLE standard for response time is within one hour during normal duty hours.

(b) Priority 2 – URGENT. Work which is necessary to correct a condition which could become an emergency, affects morale, or has command emphasis. The DLE standard for response time is 5 working days.

(c) Priority 3 – ROUTINE. Work which is necessary to eliminate conditions which continue to be an inconvenience or minor problem. The DLE Standard for response time is 30 working days, or when all priority 1 and priority 2 service orders are completed.

(d) Priority 4 – OTHER. Work not classified as maintenance or repair but is required to satisfy the requestor's needs. The DLE standard for response time is 30 working days, or when all other priorities have been accomplished.

b. Work Orders (Individual Job Orders – IJOs).

(1) Requests for work, other than service orders, must be submitted on the DA Form 4283,

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Facilities Engineering Work Request. The information will be filled out according to the instructions on the reverse side of the form. DO not write in the spaces marked “Short Job Description”, as the DLE Work Coordination Clerk will fill in this item.

(2) The DA Form 4283 for maintenance or repair work will not be accepted unless signed by a brigade or battalion commander, executive officer, director or deputy director, or a brigade or battalion S-4. Personnel authorized to sign work requests must have a DD Form, Signature Card, on file in the Work Order Reception Branch. Substituted signatures for work requests will not be accepted, except in emergencies and approved by the DLE Director. See paragraph 4a for new work requests.

(3) Each work request will reflect a comment as to whether a previous work request had been submitted for the same work. If one had been submitted the previous work order number will be stated.

(4) Work requests can be forward through distribution to the DLE, Work Order Reception Branch, or hand-carried to the DLE, Work Order Reception Branch, Building 2602. Work requests will not receive “walked through” processing unless previously approved by the DLE Director, Deputy Director, or Operations Officer.

(5) Work requests for maintenance/repair and new work will not be submitted on the same work request.

(6) Maintenance and repair requests for similar type work on several different buildings can be submitted on the work request.

(7) Maintenance and repair requests for various type work on the same building can be submitted on the same work request.

(8) “New Work” requests for similar type work on various buildings can be submitted on the same work request.

3. GENERAL INFORMATION.

a. Requests for all new work or major Self-Help projects require validation by a brigade commander or director. The work request must also indicate when the need for the project became known, when the work must be completed and what the consequences would be if the project were not completed within the specified time. (Reference AR 420-17, paragraph 3-8d (2) 9a).

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- b. Exterior construction projects will conform to the TRADOC Installation Design Guide (IDG), and have the concurrence/approval of the Public Works Council and of the Public Safety and Environmental Services Division, DLE, before being considered for funding. It is the requestor's responsibility to coordinate this approval process.
- c. Public Works Council. New construction projects in excess of \$1,000 will be presented to the Public Works Council for approval and funding. Advanced notice will be given as to when the council convenes so that units may submit projects to compete for the limited minor construction funds. Projects not approved for funding will be returned to the requestor with the notation: "Disapproved due to non-availability of funds".
- d. Estimated Cost of Damages (ECOD). The DLE often receives requests for repair that are the result of carelessness, neglect or willful intent; and, for lost/misplaced keys. Work requests of this nature must be submitted on the DA Form 4283 with a statement requesting an ECOD. The ECOD will be sent to the unit commander requesting that the incident be investigated and a Statement of Charges be issued to the person responsible.
- e. Requests for replacement of locks and keys, new locks or duplicate keys must be submitted on a DA Form 4283. The request must be validated by the UNIT Key Control Custodian and the Law Enforcement Activity (LEA), Force Protection Branch. These actions are necessary for YOUR protection.
- f. Contractor Equipment. Items belonging to a private contractor (port-o-lets, dumpsters, mechanical equipment, etc.) will not be defaced, damaged, or moved. The government is liable for any improper use of contractor-owned property and the contractor can file a claim against the government for payment. This specifically applies to moving port-o-lets from one location to another. Only the contractor is authorized to relocate these units.
- g. Preventive Maintenance (PM) type work in permanent buildings will be noted on the TRADOC Form 882-R, which will be posted in every permanent building. The PM team will refer to this form when beginning PM work in the building.
- h. Certain requests require validation by other agencies prior to being submitted to the DLE. Requests for physical security concerns require validation by the Physical Security Branch; safety concerns by the Post Safety Office; Health and Sanitation issues by the Preventive Medicine or Industrial Hygiene sections; and requests for traffic control devices or parking signs by the Traffic Control Section at the LEA. The appropriate agency must validate the DA Form 4283.

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i. Projects completed by contractors have a specific warranty period during which time the contractor is responsible for most repairs. Problems with defects or inoperable equipment on recently completed projects will be phoned to the service order desk at extension 7684. Individuals will not contact the Corps of Engineers or a contractor, directly. The problem will be investigated and the determination made as to who is responsible for the repairs. If it is a DLE responsibility, the repairs will be made. If it is a contractor's responsibility, the Corp of Engineers or the DLE Contract Administration Branch will contact the contractor to make the necessary repairs.

j. Requirements Contracts. Certain functions are performed by private contractors on a regular basis. Problems with these type contracts should be brought to the attention of the DLE Contract Administration Branch representative at extension 4731 or 4819. Typical requirements contracts follow:

- (1) Washer/Dryer Repair.
- (2) Port-O-Let Requirements.
- (3) Custodial Service.
- (4) Grass Cutting.

4. Non-DLE Work: Personnel submitting a work request should be familiar with AR 420-70, Buildings and Structures, as this regulation clearly explains the DLE responsibilities for most maintenance requirements. The following is a list of the most common requests received, which are outside the DLE responsibility, along with the proper office to contact.

REQUEST	RESPONSIBLE OFFICE	TELEPHONE
Cut keys for desk, vehicles, or non-real property items	Unit	
Telephone repairs/requirements	DOIM	7350
Personal Name and Office Signs	DPTM/TSC	4619
Training Aids	DPTM/TSC	4619

5. Customer Service: The goal of the DLE is to provide efficient, effective, quick and courteous service to our customers. Recognizing the realities of limited resources, it is sometimes difficult to meet all customer demands. Response times may vary from several hours or days, to months, or years for large construction projects. However, it is our intent to keep the DLE customers informed as to the status of work requests through a positive feedback program.

- a. Each customer has a distribution box in the DLE Work Order Reception Office in Building 2602. This box should be checked regularly as your pink DA Form 4283 (comeback copy), monthly work order status report, and other items are placed in the boxes.

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- b. Initial action on your work request is annotated in the remarks section of the DA Form 4283. A

computer-generated Current Work Status Code (CWS) is used for brevity and commonly used codes are listed in Appendix C. This status code will appear on your pink comeback copy and on the monthly Work Order Status Reports.

- c. DLE does not normally supply status on service order type work unless the work exceeds five

(5) working days over the stated response time. Over 30,000 service orders are processed annually and resources are not available to monitor each request. Service orders are promptly assigned to shop personnel, who will schedule and accomplish the work in order of priority and date received.

- d. A work order reconciliation is conducted every six months for major units (Brigades, TCC,

DPCA) and annually for all others. Knowledgeable personnel, who are aware of the unit's requirements and concerns, should attend the meeting. However, a reconciliation can be accomplished upon request at any time by phoning ext. 5505 or 5926 to set-up an appointment.

- e. A quarterly S-4/DLE coordination meeting/breakfast is held to allow unit representatives to

meet with DLE Staff and key personnel to discuss matters of concern. The DLE Director personally conducts this meeting and Unit representatives at all levels should attend.

- f. Customer response cards are available in the Work Order Reception Branch, Building 2602.

Your comments, positive or negative, are requested.

6. Any special requirement, problems, concerns, or complaints concerning DLE operations should be directed to the Chief, Work Order Reception Branch, extension 5926.

TAB A – Examples of Work Classification and Categories of work.

TAB B – Examples of Work Order/Service Order priorities.

TAB C – Current Work Status Codes.

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TAB A - EXAMPLES OF WORK CLASSIFICATION AND CATEGORIES OF WORK

1. Examples of Construction (New Work):

- a. Construct a loading dock.
- b. Upgrade a component to a current building code when it is not failed or failing.
(Installing
Ground Fault Interrupters in kitchens).
- c. Install additional lighting.
- d. Convert space from its present use when no failed or failing conditions exist.
- e. Extend sidewalk/curb/gutter.
- f. Install handicap ramp.

2. Examples of Equipment-In-Place:

- a. Systems Furniture, Personal Computers (PCs).
- b. Data Processing Air Conditioning Systems, Uninterruptible Power Supplies (UPS).
- c. Training Simulators (Weaponeer).
- d. Intrusion Detection Systems.
- e. Mounted Shop Equipment.
- f. Floor Mounted Water Fountains.
- g. Kitchen Equipment (Steamer, Oven, Grill, etc.).

3. Examples of Installed Building Equipment:

- a. Heating/Air Conditioning Systems for Creature Comfort.
- b. Commodes, Urinals, Wall-Mounted Water Fountains.
- c. Elevators.
- d. Fire Protection/Alarm Systems.

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4. Examples of Maintenance Type Work:

- a. Preventive Maintenance (PM) of a building (changing light ballasts, replacing outlet covers, adjusting door closures).
- b. PM of building equipment (adjust belts, change filters, lubricate gears).
- c. Interior/exterior painting.

5. Examples of Repair Type Work:

- a. Reroof a building.
- b. Rewire a building if existing wiring is failed or failing.
- c. Replace a failed boiler.
- d. Replace deteriorated windows with energy-efficient thermal windows.
- e. Install siding instead of exterior painting, if economically justified.

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TAB B - EXAMPLES OF WORK ORDER/SERVICE ORDER PRIORITIES

1. Priority 1 – EMERGENCY. Following are typical examples of “emergency” requests:

- a. Gas, oil, steam leaks.
- b. No water, hot water or steam in medical or dining facilities.
- c. Loss of heat during periods of extreme cold weather.
- d. Sewage backing up into the building.
- e. Complete restriction of all plumbing fixtures or drain lines where no alternative facilities are available.
- f. Broken water, sewer, or gas lines.
- g. Broken fire hydrants.
- h. Power lines down or sagging or limbs on power lines.
- i. Inoperative traffic control signals.
- j. Inoperative security floodlights.
- k. Board up broken glass or doors for security purposes until normal repairs can be made.
- l. Total power outage in a building.
- m. Repair locks for weapons security.
- n. Water leaking from a latrine into a light fixture on a lower floor.
- o. Loss of air conditioning required for data processing centers, operating rooms or other essential purposes.
- p. Complete breakdown of major kitchen equipment: ovens, grills, freezers, etc.
- q. Short circuits in electrical equipment or smoking ballasts in fluorescent lights.

2. Priority 2 – URGENT. Following are typical examples of “urgent” requests:

- a. Inoperative lights, switches, or outlets.

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- b. Inoperative emergency or exit lights.
 - c. Restriction or in-operatibility of plumbing fixtures and drain lines when other facilities are available in the same building.
 - d. Inoperative ventilation fans or air conditioning.
 - e. Inoperative washer and dryers.
 - f. Continuously running water, commodes, urinals, water fountains, etc., when no damage to the facility is occurring.
 - g. No heat in building during mild weather conditions.
 - h. Broken wood decking, stairs, platforms, docks, etc.
 - i. Complete breakdown of minor kitchen equipment: toasters, mixers, peelers, ice machines, etc.
3. Priority 3 – ROUTINE. Following are typical examples of “routine” priorities:
- a. Leaking faucets, water lines, shower heads, water faucets, commodes, urinals, etc., when not causing further damage to the facility.
 - b. Inoperative water fountain or commode, when others are available.
 - c. Burned out light fixtures, except exit and emergency lighting.
 - d. Replace broken glass.
 - e. Repair screens or screen doors.
 - f. Spray facility for insects.
 - g. Repair broken showerheads.
 - h. Repair floor tile.
 - i. Fabricate signs.
 - j. Tag equipment for turn-in.

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4. Priority 4. – OTHER. Following are typical examples for “other” priorities of work not noted above:

- a. Adjust sticking door or window.
- b. Assist in hanging bulletin boards, status boards, etc.
- c. Preventive Maintenance type work.
- d. Assist with self-help efforts.

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TAB C - CURRENT WORK STATUS AND SHOP CODES

1. Work Status Codes.

ADE – Request has been assigned to an estimator for a detailed estimate.

APV – Request has been approved for funding.

CAN – Request has been cancelled.

CON – Request will be accomplished by a Requirements Contract.

DEF – Request has been deferred.

DIS – Request has been disapproved.

EDB – Request has been forwarded to Engineer Design Branch.

HLD – Request is on hold status.

JOC – Request will be accomplished by Job Order Contract.

MAR – Request has been identified to TRADOC for funding.

MC - Request is at Material Controller for supply action.

SHP – Request has been forwarded to the craft shops for accomplishment.

SO – Request will be accomplished by Service Order work and has been assigned to a DLE Shop.

UNF – Request is unfunded and is a PWC concern.

2. SHOP CODES:

GAR Facilities Maintenance Section

HVA Heating/Air Conditioning

010 Washer & Dryer Repair

021 Pest Control

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LAWN EQUIPMENT PROCUREMENT

The following information is applicable to all units supported by Fort Jackson. Also, the following information provides general policies and procedures to accomplish the Fort Jackson Lawn Equipment Procurement Plan.

1. In order to standardize and simplify the procurement process, all procurement of lawn equipment, without exception, will be processed by DLE Maintenance Services Division personnel.
2. Consolidated Installation Property Book (CIPB) will maintain property accountability for lawn equipment on hand-receipts and will verify equipment is authorized prior to purchase.
3. Requests to change the authorized levels of lawn equipment will be submitted through DLE Maintenance Services Division to the Deputy Commander, Fort Jackson, for consideration.
4. DLE will purchase equipment to bring on-hand inventory to the authorized level, where required.
5. Upon turn-in of lawn equipment for maintenance to the Lawnmower Repair Branch, maintenance personnel will determine if the item is economically repairable, if not, DLE Maintenance Services Division personnel will requisition/ replace via credit card or by purchase request with sole source justification submitted to DOC, subject to availability of funds.
6. Replacement purchases will not be made for uneconomically repairable items that exceed the authorized level, as coordinated with CIPB and hand-receipts.
7. The DLE has identified Snapper, Gravely, and Robin as the brands for all lawn equipment purchases, thus standardizing the requirement for repair parts and simplifying repair efforts.
8. Once the replacement equipment is received at Fort Jackson, DLE Maintenance Services Division personnel will sign for the item and perform pre-operation maintenance before issuing to units on hand-receipt through the CIPB.
9. All warranty information will be maintained by DLE Maintenance Services Division personnel.
10. The winterization maintenance program conducted for lawn equipment will continue in its present form. Units will be scheduled and notified by Lawnmower Repair, extension 4-6551.

MAP UPDATING PROCEDURES AND OBTAINING DIGGING PERMITS

The following is applicable to all installation organizational elements and commercial entities involved in performing any work to Fort Jackson's real property. Also, the following

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information establishes procedures for providing information to the DLE for the purpose of updating the Fort Jackson map and obtaining a Digging Permit.

1. Data Submittal Form and Digging Permit submission requirements.

a. Date Submittal Forms shall be submitted whenever an addition, deletion or modification occurs in the original specification and/or drawing. See Tab A for more information.

b. Completed Data Submittal Forms shall be returned within three working days after completion of work to Engineering Services Division, DLE.

c. Digging Permit. Requests for digging permits shall be submitted a minimum of seven working days prior to start of any work operation that involves excavation, boring, pile-driving, blasting, digging, or trenching to Engineering Services Division, DLE. None of the work operations mentioned in the paragraph shall be performed prior to issuance of the digging permit.

2. Acquisition of Data Submittal Forms and Digging Permits. Blank forms may be obtained from Engineering Services Division, DLE, Building 2562, Essayons Way, Fort Jackson, SC.

3. Adherence. These digging requirements shall be included in the special provisions portion of all contracts which require digging and/or addition, deletion, or modification of real property as follows: buildings and structures, topography, fences, roads, parking areas, storm drainage and sanitary sewer collection systems, water, gas, electrical, telephone, cable television, high temperature water, chilled water, cooling towers, and street lighting systems.

4. Explanation of Terms. For the purpose of the SOP, the following definitions will apply:

a. Automated Mapping/Facilities Management (AM/FM) System. An automated system containing the basic information maps of ranges and cantonment areas of the installation and a non-graphics database supplementing the graphic information depicted the maps. It is imperative that this information be updated and kept current for safety and to minimize utility disruptions. Preparing digging permits will protect dangerous and expensive underground utilities.

b. Data Submittal Forms. FJ Form 37, FJ Form 37-1, FJ Form 37-1, FJ Form 37-3, and FJ Form 37-4 are used to submit data for updating the AM/FM system whenever work is performed to Fort Jackson's real property that adds, deletes, or changes any information in the graphic or non-graphic database.

c. Digging Permit. FJ Form 194 is written authorization obtained from Engineering Services Division prior to beginning any work to Fort Jackson's inventory of real property where digging is involved.

TAB A - AUTOMATED MAPPING/FACILITIES MANAGEMENT (AM/FM) SYSTEM DATA SUBMITTAL FORM – FJ FORM 37 – INSTRUCTION GUIDE

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FJ FORM 37

- ITEM 1. Name of Company/Unit: Self-Explanatory.
- ITEM 2. Address: Commercial entities are to provide street address and post office box number (if used). Installation organizational elements are to provide building number.
- ITEM 3. Telephone: Include area code with commercial number.
- ITEM 4. Date: Self-Explanatory.
- ITEM 5. Project Title: Enter title shown on contract or work documents.
- ITEM 6. IJO/SO/Contract Number: Self-Explanatory.
- ITEM 7. Self-Explanatory. If yes, proceed to ITEM 9.
- ITEM 8. Self-Explanatory.
- ITEM 9. Project Officer: Defined as follows:
- according
- a. Commercial entities – Person responsible for ensuring work is performed to specifications and approved drawings.
 - b. DLE Craft Shops – Shop Foreman on all work originated by IJO, Service Order or SOO.
 - c. Military Units on temporary assignment to Fort Jackson – OIC or NCOIC of project.
 - d. Self Help – OIC or NCOIC of project.
- ITEM 10. Reviewing Officer: Defines as follows:
- a. Work performed by commercial contract and inspected by DLE Inspector (s) of the contract or Branch Chief.
 - b. NAF and DOIM/USAISC contracts or military projects – The COR.
 - c. DLE Craft Shops.

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- (1) Work performed by IJO – Planner/Estimator of IJO.
- (2) Work performed by service order of SOO – Branch or Division Chief.
- d. Work performed by Military Units on temporary assignment to Fort Jackson – DLE
Military Liaison Officer.
- e. Work performed by self-help – Self-Help Project Inspector or Branch Chief.

FJ FORM 37-1, FJ FORM 37-2, FJ FORM 37-3 AND FJ FORM 37-4: Choose the schedule (A, B, C, or D) which most identifies work performed.

ITEM A. Self Explanatory.

ITEM B. Circle only one classification per schedule. If more than one classification is involved, submit a schedule for each.

- a. ADDITION. Work which adds to existing.
- b. DELETION. Work which removes all or part of existing.
- c. MODIFICATION. Any change which does not add or delete the existing.

ITEM C. Part I. Circle only one system. If more than one is involved, submit a schedule for each. If system is not listed, enter in “Other”.

Part II. Self-Explanatory.

MUNICIPAL SOLID WASTE REDUCTION PLAN

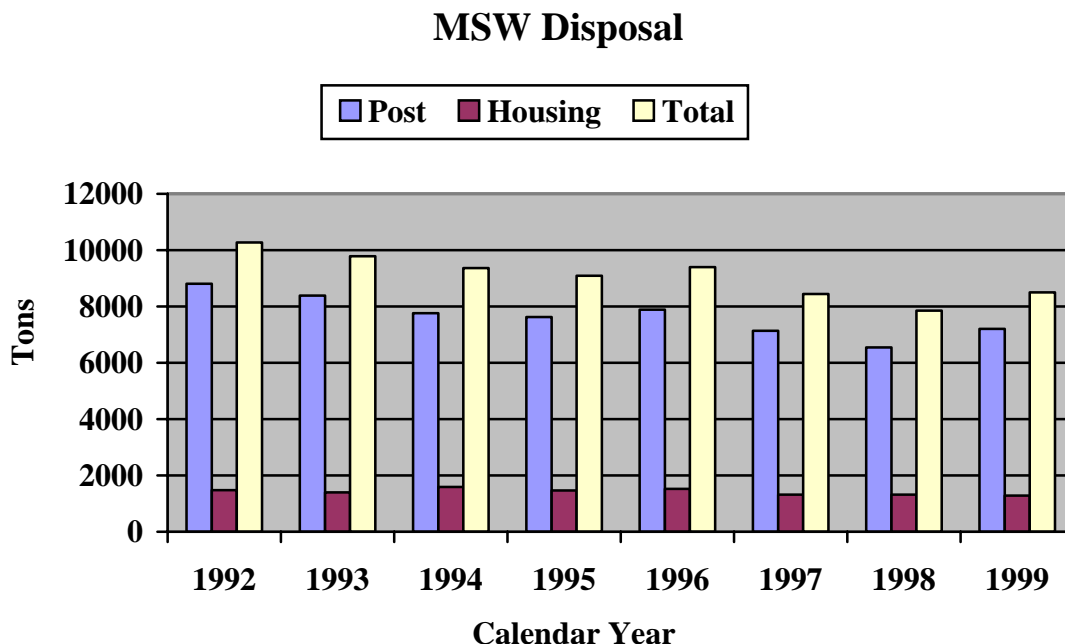
1. **PURPOSE.** The Department of Defense has directed Federal facilities to divert 40% of non-hazardous solid waste from being land filled by the end of FY 2005. Typical diversion methods include reusing, donating, recycling, composting, and mulching. Non-hazardous solid waste includes municipal solid waste (MSW) and construction and demolition (C&D) debris. MSW is garbage or trash generated by households, barracks, offices, schools, dining facilities, ranges, or other facilities. This plan identifies procedures to divert MSW from going to landfills.

2. **BENEFITS.** Diverting MSW does more than conserve valuable landfill space. Using source reduction techniques, such as double-siding letters or buying products made from recyclables, slows the depletion of natural resources and reduces pollution associated with the extraction of

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raw materials and the manufacture of products. There are economic benefits as well. Money saved through reduced disposal costs and reduced expenditures can be used for other purposes.

3. **MSW DISPOSAL DATA.** The following chart shows the amount of MSW disposed of in landfills from CY92-CY99. Fort Jackson's MSW was not weighed prior to CY93, therefore, the CY92 data was estimated using the CY93-CY96 data.



4. **SCOPE.** All soldiers, civilians, tenants, and other personnel who work at Fort Jackson are required to participate in the MSW diversion program. Housing occupants are encouraged to participate and are required to keep yard waste out of herbie-curbies (it's the law!).

5. **POLLUTION PREVENTION COMMITTEE.** A Pollution Prevention (P2) committee oversees the MSW diversion program. The committee meets, as necessary, to identify problems, assess alternatives, select strategies, determine responsible parties, measure the results, and make improvements. The P2 committee includes representatives from all organizations on-post.

6. **PROHIBITED ITEMS.** The following items can be used, reused, or recycled and should not be disposed of in Fort Jackson trash cans, dumpsters, or herbie-curbies.

a. **YARD WASTE.** South Carolina law prohibits the disposal of leaves, pine straw, tree limbs, or other yard waste in a trash container intended for disposal at a MSW landfill. All yard waste must be taken to Fort Jackson's Mulch Site or composted. Housing occupants should bag their yard waste and place it next to their herbie-curbie on Wednesdays - the refuse contractor will take it to the Mulch Site. The Mulch Site is located off Semmes Road, at the intersection

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with Ivy Road. The Mulch Site is open Mondays and Fridays, 0700-1515. For more information, call Terry Hatrick/6094.

b. **DCA RECYCLABLES.** The following items must be taken to the Recycling Center or picked up by Recycling Center personnel. The Recycling Center is located in Building 6585 off of Lee Road, between the AAFES Shoppette and the Auto Craft Shop. The Recycling Center is open Monday-Friday, 0730-1530; the Drive Thru Drop-Off is open 24 hours per day, seven days a week. The Recycling Center is open to all units/activities, family housing, and the general public. For more information, call Richard Lucas/4208.

(1) **Cardboard:** Includes corrugated cardboard, boxboard (i.e. cereal boxes), green fiber index dividers, brown paper bags, and cardboard egg cartons. Waxed cardboard (i.e. milk cartons, frozen produce cartons) is not allowed.

(2) **Newspaper:** Includes packing paper, tax instruction booklets, and recycled computer paper. Newspaper advertising inserts are allowed contaminants.

(3) **Magazines**

(4) **Office Paper:** Categories are listed below in order of resale value. Non-recyclable paper includes carbon paper (worst contaminant), waxed labels, very glossy or laminated paper, and blueprints. Blackline prints are recyclable as mixed paper if the ink doesn't run.

(a) **Green Bar Computer Paper:** This category is limited to unrecycled paper which is white in color. Recycled (grayish) green bar computer paper should be sorted with newspapers.

(b) **White Ledger Paper:** White writing paper, including computer and copier paper. Paper printed with colored ink is acceptable except for large areas of red ink. Bound books with glued spines are not acceptable.

(c) **Mixed Paper:** Includes heavy white paper (ex. construction paper), onionskin paper, business labels, slick FAX paper, manila file folders, envelopes (any color), colored paper, post-its, grocery check-out slips, and Fort Jackson phone books.

(5) **Glass:** Empty beverage bottles, wash food bottles, and sort into clear, brown, and green. Recycle the steel lids with steel cans.

(6) **Steel Cans:** Empty beverage cans and wash food containers and steel lids.

(7) **Aluminum:** Includes beverage cans, aluminum foil, and throwaway baking pans. Empty beverage cans and wash food containers.

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(8) Plastic #1 (PETE) and #2 (HDPE): Recyclable plastics have a triangular recycling symbol with a number inside, usually located on the bottom of the container, that designates the type of plastic. Discard lids, empty beverage bottles, wash food containers, and sort by number. Petroleum (i.e. oil) and pesticide containers are contaminants and may not be recycled (even if they have the symbol).

(9) Wooden Pallets

(10) Scrap Metal

c. **DRMO RECYCLABLES.** The DRMO is the turn-in point for surplus government property, such as furniture, appliances, and office equipment. They also accept scrap metal, scrap textiles, and empty drums. The DRMO is located in Building 1902, on Ewell Road. The DRMO has specified turn-in days for each unit and activity and the appropriate paperwork must accompany each turn-in. For more information, call Jerry Anderson/7112.

d. **HAZARDOUS MATERIALS.** Unused hazardous materials, such as cleaning supplies and paint, should never be thrown away. Unopened containers should be returned to the store or supply warehouse, whenever possible. Opened containers with unused product in them should be given away or stored for future use. Empty containers are not hazardous waste and should be recycled, if possible. Paint related material, common building supplies, and common household supplies can be turned in the Paint Reissue Center (PRC). The PRC is located in Building 2571, Engineer Road. The PRC is open 0730-1200 and 1300-1530 on Monday, Tuesday, Wednesday, and Friday. For more information, call Barbara Williams/6858.

e. **USABLE CLOTHES AND HOUSEHOLD ITEMS.** Clean, usable clothes, appliances (from refrigerators to hair dryers), toys, books, exercise equipment, pet carriers, and other household items (curtains, sheets, etc.) can be taken to the Thrift Shop or donated to family, friends, or charity. The Thrift Shop is located in Building 9512, at the intersection of Hampton Parkway and Kemper Street, near the Military Police Station. The Thrift Shop is open Tuesday, Wednesday, and the first Saturday of the month from 0900-1430. For more information, call 787-2153.

f. **CLOTHING HANGERS.** Hangers can be returned to the Post Laundry, Clothing Issue Point, Clothing Alterations Shop, and many off-post dry cleaners for reuse.

g. **ROCKS, SAND, DIRT, LIQUIDS.** There is no reason to throw these items away. Small rocks, sand, dirt, etc. from clean-up detail can be spread onto any unpaved road. Unconsumed beverages should be poured down the drain. Dumpster lids should be closed to keep out rain.

h. **USED OIL, ANTIFREEZE, BATTERIES.** Housing occupants should take their used motor oil and antifreeze to the Auto Craft Shop, or any of several off-post locations, and turn in their vehicle batteries at the store when they purchase new ones. Units/activities should refer to the HWM2 Plan for detailed instructions.

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i. **TONER AND INKJET PRINT CARTRIDGES.** Toner cartridges and inkjet print cartridges can be returned to the manufacturer (they supply the shipping box) or turned in at the Lions Club. The Lions Club sells remanufactured cartridges at a discount.

7. RESPONSIBILITIES.

a. Commanders/Directors will:

- (1) Appoint MSW/Recycling POCs to inspect trash cans, dumpsters, and recycling areas.
- (2) Discourage wasteful practices such as leaving uneaten food on trays and making unnecessary copies of memoranda.
- (3) Assign a clean-up detail if POCs report violations.
- (4) Provide POCs with the necessary resources to transport reusable and recyclable items to the appropriate location.

b. All soldiers, civilians, tenants, and other personnel who work at Fort Jackson will:

- (1) Participate in the MSW diversion program (housing occupants and visitors are strongly encouraged to participate).
- (2) Take reusable and recyclable materials to the appropriate locations.
- (3) Use clear trash bags to permit visual inspections. Opaque trash bags may be used until existing stocks are depleted.
- (4) Not place prohibited items in trash cans, dumpsters, or herbie-curbies.
- (5) Practice source reduction ideas such as reducing paper usage through increased efficiency and electronic communication, purchasing items made with minimal or recyclable packaging, reusing packing material, and reducing food waste.

c. MSW/Recycling POCs will:

- (1) Conduct visual inspections of trash cans, dumpsters, and recycling containers in their area of responsibility at least weekly. Dumpster inspections should be conducted the day before the dumpster is scheduled for pick-up, if possible.
- (2) Remove prohibited items from trash containers, if this can be done safely, or report violations to the Commander/Director for immediate clean-up action.
- (3) Ensure that recycling containers are sorted properly and free of trash or report violations to the Commander/Director for immediate clean-up action.

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- (4) Train their unit/activity personnel on proper disposal and recycling procedures.
 - (5) Contact the MSW Quality Control Inspector/6204 to halt pick-up of any dumpster containing prohibited items.
 - (6) Contact the MSW Quality Control Inspector if the number of dumpsters or pick-ups could be reduced, or if any dumpsters could be converted to collect cardboard.
 - (7) Provide recycling containers for central collection points and ensure that each container is labeled (contact the Recycling Center/4208 for assistance). Cardboard boxes and converted trash cans can be used as recycling containers.
 - (8) Put recycling containers in strategic locations, such as next to trash cans, to maximize recycling potential.
 - (9) Coordinate transport of yard waste, reusable items, and recyclables to the appropriate location or arrange for pick-up.
 - (10) Close dumpster lids to prevent accumulation of rainwater.
- d. The MSW Quality Control Inspector will randomly inspect dumpsters and herbie-curbies. If prohibited items are found, the dumpster or herbie-curbie will not be picked up and a notice of violation (NOV) will be issued. The Commander/Director will be notified after the third NOV.
- e. The DCA Recycling Center Manager and DLE P2 Manager will:
- (1) Provide recycling/MSW diversion training.
 - (2) Request funding and buy equipment to meet this directive, as funding allows.
 - (3) Publish flyers and newsletters to promote the MSW diversion effort.
 - (4) Track MSW disposal and recyclables collected and report progress via briefings and memoranda.
 - (5) Assist the MSW Quality Control Inspector in conducting random dumpster and herbie-curbie inspections.
- f. Contractors will not place prohibited items in Fort Jackson trash cans, dumpsters, or herbie-curbies. Contractors are encouraged to participate in the MSW diversion program, but may take their contractor-owned recyclables and waste off-post for recycling or disposal.

8. HOUSING OCCUPANTS.

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a. Housing occupants should bag their yard waste and place it next to their herbie-curbie on Wednesday - the refuse contractor will take it to the Mulch Site.

b. In addition to the Recycling Center, housing occupants may take their recyclables to one of the recycling igloos located in McWorter Court (Area #7), Mood Court (Area #1), and Hood Street and Pierce Terrace elementary schools. The igloos have six compartments for the collection of aluminum cans, newspapers, steel cans, clear glass, green glass, and brown glass.

c. Cardboard can be placed next to the herbie-curbie on the regular trash collection day. Recycling Center personnel will collect it and take it to the Recycling Center. This includes clean corrugated cardboard, boxboard (ex. cereal boxes), and brown paper bags. Waxed cardboard, such as frozen produce containers and milk cartons, is not recyclable.

9. **CONCLUSION.** Everybody who lives, works, or plays on Fort Jackson must strive to divert MSW from landfills. If everyone refrains from throwing away prohibited items and limits those items that cannot be reused or recycled, Fort Jackson can meet this directive. Remember - Our efforts will not only protect the environment, but will also save money!

ENVIRONMENTAL COMPLIANCE OFFICER APPOINTMENTS, TRAINING REQUIREMENTS, AND RESPONSIBILITIES

The following establishes guidelines for units/organizations for the purpose of providing Environmental Compliance Officers (ECO) per Army Regulation 200-1, Environmental Protection and Enhancement, and Fort Jackson Regulation 350-14, Range Regulation, for integrating mission with environmental laws and regulations.

The following requirements have been established:

1. Unit Commanders, down to and including company/battery/detachment level and various other organizations on Fort Jackson, are responsible for appointing (in writing) a unit ECO, in the grade of E5 or above. This officer is to ensure that their unit complies with all environmental regulations. Certain civilian organizations must designate an ECO in writing. This includes, but is not limited to Logistics Services Division, Maintenance Services Division, and Engineering Services Division, DLE; Fort Jackson Schools; contractors who provide maintenance services; and the post laundry.

2. ECOs are required to be certified by attending the Environmental Compliance Officer Course (ECOC). This train-the-trainer course is two-days in length and is facilitated by the Public Safety and Environmental Services Division (PESD). It is the responsibility of the unit to schedule training for a newly-appointed ECO, upon the transition of an existing ECO. Units/organizations must keep in mind that the course is offered quarterly and should schedule necessary training accordingly. ECOs must attend the ECOC every three years. Units/organizations may call 751-4103/5011 for additional information.

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3. ECOs are responsible to train their units on environmental regulations and restrictions. They are to coordinate the training mission or job assignments with thought toward environmental restrictions to prevent unnecessary environmental impacts. Bottom line is they are to ensure their unit is in compliance with environmental regulations and guidelines. They are to call on subject matter experts when they are unsure if an action may cause an environmental impact.

4. Explanation of Terms. For the purpose of the SOP, the following definitions will apply:

a. ECO. An appointed person to train the unit on environment compliance requirements and restrictions.

b. ECOC. A course attended by ECOs every three years to familiar them with environmental laws and regulations and their responsibilities as ECOs for their unit/organization.

c. PSESD – Public Safety and Environmental Services Division – organization on Fort Jackson responsible for reviewing proposed projects for environmental impacts prior to the projects being implemented. This Division includes the Environmental Management Office, Wildlife Office, and Forestry Office. Units/organizations may contact these offices by telephoning 751-5011.

ENVIRONMENTAL REVIEW PROCESS

The following establishes guidance for implementation of AR 200-2, Environmental Effects of Army Actions, and the National Environmental Policy Act (NEPA). AR 200-2 and NEPA require all Federal agencies to consider and document environmental impacts of proposed actions and projects.

The following requirements apply to all installation and tenant activities assigned and/or attached to Fort Jackson.

1. The environmental review process will be initiated when the project proponent submits a completed ATZJ-DPW Form 200-1, Record of Environmental Consideration (REC), to the Public Safety and Environmental Services Division (PSESD). All proposed actions/projects must be reviewed by the PSESD to determine if there will be impacts to environmental, natural or cultural resources. Completed REC forms should be submitted to the PSESD as soon as possible in the planning process to allow sufficient time for completion of the environmental review process. REC forms should be submitted a minimum of 30 days in advance for routine projects, such as building maintenance and repair projects, and 90 days in advance for major projects that may potentially have environmental impacts.

a. Proposed actions that qualify for a categorical exclusion (CX) will be documented with a REC.

b. Proposed actions that have the potential to impact the environment may require the preparation of an Environmental Assessment (EA).

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c. An Environmental Impact Statement (EIS) is required if the proposed action/project will result in significant environmental impacts.

2. REC forms can be obtained from the PSESD in Building 2563 or by calling 751-5011. The PSESD will provide guidance and assistance, and coordinate the review of RECs with appropriate on and off-post organizations. A memorandum will be prepared by the PSESD for each environmental review informing the proponent of the results of the environmental review, and any conditions and requirements that must be completed prior to implementation of the project.

REFERENCES.

DA Pam 420-06, Directorate of Public Works Resource Management System
DA Pam 420-07, Natural Resources – Land, Forest, and Wildlife Management
DA Pam 420-8, Facilities Engineering Management Handbook
DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)
DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures
DA Pam 738-750, Functional Users Manual for the Army Maintenance Management System (TAMMS)
AR 1-33, Memorial Programs
AR 5-9, Army Support Responsibilities
AR 30-1, Army Food Service Program
AR 30-18, Army Troop Issue Subsistence Activity Operating Policies
AR 37-1, Army Accounting and Fund Control
AR 37-20, Administrative Control of Appropriated Funds
AR 58-1, Management, Acquisition, and Use of Administrative Use Motor Vehicles
AR 145-1, Senior Reserve Officers' Training Corp Program: Organization, Administration, and Training
AR 200-1, Environmental Protection and Enhancement
AR 200-2, Environmental Effects of Army Actions
AR 210-50, Furnishing Management
AR 210-130, Laundry and Dry Cleaning Operations
AR 415-10, Military Construction – General
AR 415-35, Minor Construction, Emergency Construction, and Replacement of Facilities Damaged or Destroyed
AR 420-10, Management of Installation Directorates of Public Works
AR 420-17, Real Property and Resource Management
AR 420-22, Preventive Maintenance and Self-Help Programs
AR 420-70, Buildings and Structures
AR 420-90, Fire and Emergency Services
AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)
AR 700-84, Issue and Sale of Personal Clothing
AR 710-1, Centralized Inventory Management of the Army Supply System

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AR 710-2, Inventory Management Supply Policy Below the Wholesale Level
AR 735-5, Policies and Procedures for Property Accountability
AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations
FJ Reg 210-9, Family Housing Coordinators and Community Mayors
FJ Reg 350-14, Range Regulation
FJ Reg 405-9, Sale of Small Volumes of Forest Products
FJ Reg 420-12, Public Works Council
FJ Reg 420-90, Fire Prevention and Protection Services